

Self-directed Support

Individual Service Funds



This information sheet is one of a series about Self-directed Support (SDS). SDS aims to give people more flexibility and choice over their care and support and how it is arranged and paid for.

SDS was introduced across Scotland on 1 April 2014. If you are eligible for social care services we will now ask you how you would like to be involved in arranging and managing your own support.

SDS gives you four different options for managing your support. These are:

- Option 1: Direct payment
- Option 2: Individual Service Fund
- Option 3: Social Work Managed support
- Option 4: a mix of the above options

This information sheet explains more about **Individual Service Funds (ISFs)**. An ISF may be the best option for you if you want to choose your own support but have someone else organise payment for that support.

For more information about the other three options or about SDS in general, please see our other information sheets. You will find more details about these sheets on page 3.

Individual budgets

People who are eligible for social care support will be informed of their **individual budget**. Your individual budget is an amount of money available to you to spend on your social care and support.

What is an Individual Service Fund (ISF)?

If you are eligible for social care support and choose to use an ISF, we will pay your individual budget to your chosen provider. You and your chosen provider can agree how the support will work best for you. The provider will pay for your support using money from your individual budget.

You can use your ISF to:

- Buy support through a provider who has an ISF contract with Scottish Borders Council. Your social worker or care manager can give you this information. If you want to use a different provider talk to your social worker or care manager about this.

You may also use an ISF if Health and Social Work Services assess you as having needs that require a health and social care provision.

Peter and Joan chose an Individual Service Fund

Peter's disability means he is not able to explain who he would like to employ but the people who are close to him could see that he had a good relationship with a local man who was willing to support him. A local provider employed the man specifically to support Peter during his short breaks with them. The Council pays the provider through an ISF contract and Peter gets support from the person he would have chosen without the need to have employer and financial responsibilities

Joan can have suicidal thoughts. To maintain her wellbeing and distract her from these thoughts she wanted support at home to play board games. The Council had previously arranged for a local provider to support Joan. Joan got on well with a particular member of staff and wanted them to support her all of the time. The provider signed up to an ISF contract with the Council. The provider could then arrange support directly with Joan and her preferred member of staff.

Is there anything I can not use an ISF for?

You can only use your ISF to pay for support that you and your social worker or care manager agree in your support plan.

If you choose to use an ISF:

- You must use a provider that has agreed an ISF contract with the Council.
- You cannot employ staff directly. Your provider may involve you in the recruitment or selection of staff who will provide your support.

If you would like to have more choice and control over your support, you may want to consider using a **direct payment**. See information sheet SDS2 for more information about direct payments.

Can I get help to set up and manage my ISF?

Your family and friends may be able to help you set up and manage your ISF. You can also ask your care manager for support.

Some things to think about

If you decide to go ahead with an ISF you will be asked to:

- Choose a provider who has an ISF contract with the Council. Your social worker or care manager can give you this information.
- Talk with your chosen provider about the support you want.
- Sign a **support agreement** with your chosen provider. The support agreement gives details of when and how your support will be provided, and by whom.

By accepting an ISF you and/or your representative take responsibility for arranging your support and regularly reviewing this support with your provider.

How do I get an ISF?

Before we can offer you an ISF (or any other kind of support) we must ask you to take part in an **assessment**. An assessment helps us to understand whether you are eligible for social care support. If you are eligible, we will talk about the things you want to achieve and the support you may need to help you along the way.

Once your assessment is completed we will give you an estimate of how much money you will get to spend on your support, this is to help you plan. This is called your **estimated budget**.

We will ask you to fill in a **support plan**. You can do this yourself or with help from family and/or friends. Your social worker or care manager will explain how to fill in the support plan and they will help you with it, if you like. Your support plan should explain how you will use your budget to meet your needs and help you do the things you want. We will ask you how you want to arrange and manage your support. You can choose an ISF or any other option available under SDS.

We must agree to your support plan. You can then work with your chosen provider on your **support agreement**. Your social worker or care manager will get a copy of this agreement for information.

We will arrange for your agreed **individual** budget to be paid to your chosen provider. We will agree a date with you to review your plan and make sure it is working well for you.

More information

If you have any questions about Self-directed Support or would like to get started, talk to your social worker/care manager, if you have one.

If you do not have a social worker/care manager or are not sure who they are:

- **Telephone:** 0300 100 1800 and choose '4' for Social Work
- **Visit:** www.scotborders.gov.uk/sds and use the 'Contact Social Care and Health online' link

There is more information available from:

- **Scottish Government:**
www.selfdirectedsupportscotland.org.uk
- **Borders Independent Advocacy Services (BIAS):**
 - o Telephone: 01896 752200
 - o Website: <http://www.bordersadvocacy.org.uk/>
 - o Email: info@bordersadvocacy.org.uk

- **Encompass (for more information on direct payments):**
 - o Telephone: 01896 759700
 - o Website: <http://www.encompassborders.com/>
 - o Email: admin@encompassborders.com

About this information sheet

This information sheet tells you about the individual service fund. It is one of a series on self-directed support. We published this sheet in August 2014. We will check that it is up to date in August 2015.

Other useful information sheets

Name	Reference
• An introduction to SDS	SDS-00
• Direct Payment	SDS-01
• Social Work Managed support	SDS-02